

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent
Full-time

☐ Permanent
Intermittent

☐ Limited-term
(Temporary)
Length

☒ Formal Training
and Development
Assignment

Position Title: Supervisor for analyst and support staff

Classification: Administrator I

Location: Central -Sacramento Building

Section/Unit: Legislative Services Bureau

Salary Range: \$4,743-\$5,763

Number of Vacancies: 1

Job Description: (includes typical duties)

Under the direction of the Assistant Bureau Director and Bureau Director of the Legislative Services Bureau, plans, organizes, directs, and controls the department's analysis of proposed legislation, which impacts tax administration or tax policy.

Required Knowledge, Skills, Abilities:

- Excellent organizational skills
- Ability to work successfully under the pressure of tight deadlines, variable workloads, and changing priorities
- Ability to work independently to complete tasks in a timely manner
- Willingness to learn
- Openness to a new way of accomplishing a task/process (Business Process Reengineering)
- Good project management skills
- Take pride in a quality finished product
- Excellent customer focus skills
- Detail oriented
- Involvement in a diversity of activities, program areas, and/or positions that have provided you with a greater understanding and appreciation for the broader perspective of the department/enterprise

Desirable Experience/Qualifications:

- ✧ Proficient in the use of Microsoft applications (Outlook, Word, and Excel)
- ✧ Knowledge of web-based applications

Mail or hand deliver your application by: **September 29, 2006**

Contact Person: **Patrice Gau-Johnson**

Telephone Number: **916-845-5521**

Address/Room Number: Exam Unit, PO Box 550, Sacramento CA 95812-0550 Attn: **Patrice Gau-Johnson**

Special Instruction: **FTB Employees Hand Deliver or Route To** Patrice Gau-Johnson at M/S A-350

To be considered for the position, please submit: An employment application form STD 678 (<http://ftbnet/ftb>) and resume with at least 7 years of employment history including names and phone numbers of previous supervisors.

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list, or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.